

RELOCATION READINESS DEPARTURE INFORMATION

This is an **Exciting Time** for soldiers and families. You have the ability to positively affect how your move will go and how well you and your family can deal with the challenges that may occur.

1st Learn all that you can about your next duty station by gathering information from several reliable resources.

- a. Army Community Service – Relocation Readiness Program
- b. Library – On post or Public
- c. Chamber of Commerce or Visitor's Bureau – Army Community Service has many of the addresses
- d. Talk to fellow soldiers or families who have lived in the new location. Remember the rule of the two best assignments in the army is where you have departed from and where you are going.

2nd Learn as much as you can about your Relocation Process

1. The Levy briefing will give you a lot of information and an opportunity to initiate paperwork.

a. The request for **Sponsor form [DA 5434]** is **filled** out at levy so they can forward the information to your gaining Command for action.

b. The request for family travel is initiated at the levy briefing.

2. The ACS PCS Briefing is held every Wednesday at 1:30 p.m. in the Soldier and Family Support Center Building on Custer Hill. The nature of the briefing is different for the types of moves people are making.

a. Accompanied (Stateside and Overseas) Tours:

Is designed for soldiers and families going on an accompanied PCS move for both Concurrent and Deferred travel. These briefings are held on the 2nd (Germany), 3rd (Stateside) and 4th (Overseas) Wednesday of every month.

INFORMATION PROVIDED DURING BRIEFING

1. Transportation of Household goods
 2. Passport and Port call considerations, how families travel overseas, and shipment of pets.
 3. Housing considerations - on and off post
 4. Legal considerations
 5. Finance issues - allowances, travel pay, banking, allotments, advance pay, and clearing
 6. Family considerations
 7. Show a video about Germany during waiting time
- b. UnAccompanied Tours (South Korea):

This briefing is designed primarily for soldiers without families, but can encompass soldiers with families going on an unaccompanied tour. This briefing is given every 1st Wednesday of the month.

INFORMATION PROVIDED DURING BRIEFING

1. Entitlements for transportation of House Hold Goods

2. Housing considerations - retention of quarters - clearing on and off post quarters.
3. Legal considerations
4. Financial issues.
5. General family considerations
6. Show a video during waiting time on Korea.

3rd Learn as much as you can about financial considerations. Experts state one needs approximately 3 months pay in savings to allow one to meet special needs, moving expenses and emergencies that may arise. Some are one will need plenty of savings on hand in areas like Hawaii or the DC area.

a. No matter how generous the Army is about relocation allowances, it is always going to cost you more.

1. You will need to put down deposits for rent and utilities.

2. You will need or want new things to replace things you have used here. Examples: food, cleaning supplies, curtains that may not fit your new window sizes and so forth.

3. You may want to take leave before reporting to your new duty station.

4. There will be costs associated with getting children in school.

5. There may be increased costs of insurance.

6. There will be costs related to your specific situation and move.

7. There will be pet costs especially if you are going overseas. Plan for some kennel costs.

8. Be prepared for loss of spouse's income for a period of time.

b. Army Community Service's (ACS) Standard Installation Topic Exchange Service (SITES) booklets have information about costs, COLA, VHA and housing costs.

c. If there is a way to keep from taking advanced pay you should try and not use the pay. You may wish to consider taking one-month base pay in advance to cover necessary relocation expenses here and up to two months at your gaining installation. However this will reduce your pay for the next year because the money will be paid back monthly.

- d. Look at your financial situation.

1. Pull out your leases, contracts and legal papers. Read the documents for possible complications or restrictions based on your current and future locations. If you need to make changes or encounter difficulties, contact Legal Assistance, in Patton Hall on Main Post for advice.

2. If you have bills that you can pay off early to help free up income for later expenses then consider this approach.

3. Think of ways you can reduce costs now in order to have more money to cover later expenses.

4. Reduce purchasing of food and perishable items that cannot be shipped so you will not waste food and can pocket the extra money.

5. Work with your landlord and utility company's to ensure you will receive your deposits. This may take some time but can be valuable preplanning in the overall process.

6. Set up a budget that your family can live by and set goals for savings.
7. Involve the entire family in your financial plan. Young children learn about money from you and they want to know what is going on and why.
8. Clean out things you no longer need. Have a garage sale and take to thrift shop or have a garage sale. Involve your children in this process.

4th Begin Working on Employment Issues Now.

If it necessary or desirable to have a 2nd income through employment of a military family member then preparation for coming challenges of seeking employment needs to begin now.

a. Attend workshops presented by ACS Employment Readiness Program. This program is valuable for 1st time entrants to the job market and for experienced job seekers as well. A variety of workshops are available, examples include:

1. A Job Search Workshop on how to approach the job market.
2. "How to Build A Resume"
3. "Interviewing Techniques"
4. "Professional Work Portfolios"

b. Obtain information about the job market and requirements in the location where you are going.

1. SITES booklets from ACS
2. Chambers of Commerce
3. Corporate Personnel offices of major businesses that may be located in new area.

4. State regulating agencies.
5. Professional organizations.

c. Start working on a resume before you leave. Gather all of your work related information and organize in so you can quickly present it to a potential employer. Fill out sample application forms providing you with easy access to required information. Do not let movers have your employment documents. If you arrive before your household goods and your information is not available it might mean a lost opportunity.

5th Helping Children Cope With A Move

Many time children will react to a move based on how their parents react. Emphasis to your children that "We are a family no matter where we live."

- a. Young children pick up on parents stress and react accordingly.
 1. Try to keep things on a regular schedule as much as possible. Meal times and bedtime changes disrupt small children
 2. Talk to small children and reassure them all is well. They may not understand your words but they will understand reassurance. Besides it is bound to make you calmer and feel better.
- b. Elementary school aged children.
 1. Talk to them about the move. Be positive and reassuring.
 2. Involve them as much as you can in the plans.

3. Encourage them to start an address book of their friends so they can plan to keep in touch.
4. Encourage them to go through their toys and decide what can be sold or disposed of in a sale. Suggest they be able to profit from the sale of their own things. If they have a say in what goes, they don't feel so displaced.
5. Share information about what is available in your new area that might interest them (Zoo, amusement park, new playgrounds, youth activities, etc.)
 - c. Teenagers sometimes have the most difficulty.
 1. Talk with them.
 2. Allow them to own their feelings. If they feel sad or unhappy allow them to have those feelings.
 3. Share all of the information you have about the new place and encourage them to research more sources of information.
 4. Be aware that what their friends say about the new place will carry more weight than what you say. Encourage them to get the facts.
 5. Involve them in the plans for the trip and the new living accommodations. Try to prevent the feelings of powerlessness.
 6. Encourage them develop a plan to will allow them to keep in contact with their friends. Create a plan on controlled telephone calls if necessary but encourage letter writing. If future visits are possible suggest they start making those plans now. Saying good-bye to friends is usually the most difficult for teenagers.

6th Reconnection After Your Arrival

The process of reestablishing yourself in a new community can be very difficult. You need to develop plans for your each family member.

- a. Learn your way around the area so you will not be afraid to go out.
 1. Get maps and local information.
 2. Study information and find places on maps that you commonly would want to go. Make a dry run. Drive to work site, commissary, schools, medical treatment facility, etc. so you will feel confident in locating them.
- b. Do not isolate yourself. You can only get to know people if you have contact with them.
 1. Get to know other families through work
 2. Join organizations of interest like Churches, Hobby groups, Athletic organizations and Special interest groups.
 3. You will be very busy at first. Except that after all the hussle and bussle you will have a down period of feeling lonely or disconnected. This is the time to get out and get going. Volunteer at a school, on the installation or really concentrate on your job search.
- c. Help your children meet other children.
 1. Swimming pools, libraries, neighborhood gathering places.
 2. Encourage them to make the first effort for contact.
 3. Find out about organized activities such as teams, camps, lessons, etc. and sign them up in what interests them.

d. Do not expect this move to solve all of your problems. Most of your problems will go with you. If your spouse or children get on your nerves here they will be there too. If you hate to do laundry here you will have it there too. If you have too many bills here they will follow you. Do not expect that everything will be wonderful-if you do you will have a serious let down shortly after your arrival.

Be patient with yourself and your family. In a short time when you say, "Let's go home" you won't be meaning where you are living now, but your new home.

If our Relocation Readiness staff or any other Army Community Staff member can assist you with your Relocation process please call us at: 785-239-9435 or come by building 7264. Customer Service Hours are 7:30- 4:30 with the exception of limited services 12:00 –1:00 hours Monday - Friday.